

JANUARY 2012

## **INFORMATION**

### **On-Line Lender Toolkit**

[www.sba.gov/for-lenders](http://www.sba.gov/for-lenders)

### **Des Moines District Office**

210 Walnut Street, Rm. 749  
Des Moines, IA 50309-2186  
(515) 284-4422  
(515) 284-4572 (Fax)  
[www.sba.gov/ia](http://www.sba.gov/ia)

Joseph M. Folsom  
District Director  
(515) 284-4026

[joseph.folsom@sba.gov](mailto:joseph.folsom@sba.gov)

### **Cedar Rapids Branch Office**

2750 1<sup>st</sup> Ave. NE – Ste. 350  
Cedar Rapids, IA 52402  
(319) 362-6405  
(319) 362-7861 (Fax)

Dennis Larkin  
Branch Manager  
(319) 362-6405 ext. 2020  
[G.D.Larkin@sba.gov](mailto:G.D.Larkin@sba.gov)

### **Standard 7(a) Loan Guaranty Processing Center**

6501 Sylvan Road  
Citrus Heights, CA 95610  
Phone: (916) 735-1960  
ext. 4368  
Fax: (916) 735-1975  
or  
(916) 735-1680

**OR**

262 Black Gold Blvd.  
Hazard, KY 41701  
Phone: 606-436-0801  
ext. 229  
Fax: (606) 435-2400  
E-mail:  
[loanprocessing@sba.gov](mailto:loanprocessing@sba.gov)

### **Fresno Servicing Center**

Fresno, CA  
1-800-347-0922  
202-481-0483 Fax

### **Liquidation & Purchase Center**

Herndon, VA  
(703) 487-9283  
(202) 481-4674 Fax

### **504 & PLP Processing Center**

6501 Sylvan Road  
Citrus Heights, CA 95610  
(916) 930-2463 or 930-2460  
(916) 930-2160 FAX

*All SBA programs and services are provided on a nondiscriminatory basis.*

## **Reducing Screen-outs and Protecting Your Guaranty**

Our office has seen a slight increase in screen-outs from our Sacramento Loan Guaranty Processing Center. Some of the most common reasons for screen outs are listed below and we encourage lenders to double check these items prior to submitting a loan application.

- SBA Form 4 (*Application*) missing or incomplete.
- SBA Form 4-I (*Lender's application*) - including pro forma balance sheet - missing or incomplete.
- Appropriate Eligibility Questionnaire missing or incomplete.
- Equity injection lacking or not detailed.
- Repayment ability not demonstrated.
- Not pledging adequate available collateral.
- SBA Form 912 (*Statement of Personal History*) {citizenship & criminal record information} lacking/incomplete.
- Business financial data not signed or dated.
- Interest rate adjustment period lacking.
- No personal financial statement or lack joint personal statement (*including not signed & dated by both*).
- Information missing on previous government debt (*from any agency*) (*including student loans & home mortgages*), but also includes child support payments.
- Need for life insurance on principals not addressed.
- Affiliate information missing or incomplete, where appropriate.
- Business valuation information lacking on change of ownership.

- Submission of IRS 4506-T lacking or not documented.

Delegated Lenders such as Preferred Lenders (PLP) and SBAExpress Lenders can avoid errors by utilizing SBA's E-Tran System. Since E-Tran provides immediate feedback on the completeness and validity of the information supplied, based upon its built-in business rules, screen outs are avoided. The lender knows immediately if a data item is missing, fails to meet the eligibility criteria and can immediately proceed with correcting the item and the processing of the application without delay.

Whether you are a delegated lender or not, and whether you're using E-Tran or not - *prior to submitting the loan you also want to review it to make sure your internal loan documentation is in accordance with the Loan Authorization* to help ensure that your guaranty is protected. Some of the common problems affecting the guaranty include:

- Lien Position
- Use of Proceeds
- Site Visits
- Equity Injection
- IRS Verification
- Environmental Review

Two other recommended practices are to incorporate the loan authorization into your closing checklist and to set up your files with the Ten Tab Purchase in mind <http://www.sba.gov/sites/default/files/regulation-7a-guaranty-purchase-package-tabs.pdf>

- Joseph M. Folsom, District Director

## **The Lenders Tool Kit**

For links to Forms, Notices, SOPs, Loan Packages and more go to

<http://www.sba.gov/for-lenders>

## Upcoming Lender Training Calls – CAPLines Working Capital and 504

Iowa lenders are invited to participate in the following lender trainings hosted by the SBA's Minnesota District Office.

### SBA's Working Capital CAPLine Program

**Date:** Wednesday, February 1, 2012  
**Time:** 10:00-11:00 AM CDT  
**Host:** Melvin H. Boser  
 Lead Lender Relations Spec.  
 MN District Office

### SBA's 504 Loan Program

**Date:** Wednesday, March 7, 2012  
**Time:** 10:00-11:00 AM CDT  
**Host:** Melvin H. Boser  
 Lead Lender Relations Spec.  
 MN District Office

**SBA is using a new web conferencing system so please read the instructions below carefully.**

To connect to either of the Web Conference trainings:

#### Click here:

<https://connect16.uc.att.com/sba/meet/?EventID=89291246>

**You will receive telephone instructions after you are logged into the web conference.**

For questions about the trainings, please contact Melvin Boser at [melvin.boser@sba.gov](mailto:melvin.boser@sba.gov)

## SBA Lender Activity Report for DECEMBER

LENDER NAME	LOCATION	#	AMOUNT	LENDER NAME	LOCATION	#	AMOUNT
WELLS FARGO BANK	IOWA	10	\$2,117,500	PIONEER BANK	SGT. BLUFF	1	\$400,000
SIUXLAND ECON. DEV. CORP.	SIUX CITY	5	\$4,012,000	BANKERS TRUST COMPANY	CEDAR RAPIDS	1	\$389,300
FIRST AMERICAN BANK	FT. DODGE	5	\$2,761,000	CAPITALSOURCE BANK	CALIFORNIA	1	\$357,000
CLEAR LAKE BANK & TRUST CO.	CLEAR LAKE	3	\$546,000	NORTHEAST SECURITY BANK	SUMNER	1	\$306,700
FARMERS STATE BANK	WATERLOO	3	\$144,200	FIRST SECURITY STATE BANK	EVANS DALE	1	\$270,000
VALLEY BANK	ILLINOIS	2	\$1,700,000	SECURITY SAVINGS BANK	EAGLE GROVE	1	\$270,000
GREAT WESTERN BANK	IOWA	2	\$1,645,000	STATE CENTRAL BANK	KEOKUK	1	\$268,900
PEOPLES SAVINGS BANK	WELLSBURG	2	\$1,405,000	COMMUNITY SAVINGS BANK	EDGEWOOD	1	\$240,000
IOWA BUSINESS GROWTH CO.	JOHNSTON	2	\$710,000	RACCOON VALLEY BANK	PERRY	1	\$210,000
KERNDT BROTHERS SVGS BANK	LANSING	2	\$706,000	COMMUNITY 1ST CU	OTTUMWA	1	\$150,000
BLACK HAWK ECON. DEV.	WATERLOO	2	\$349,000	SECURITY NATL BK OF OMAHA	NEBRASKA	1	\$150,000
QUAD CITY BNK & TRUST. CO.	BETTENDORF	2	\$325,000	FARMERS STATE BANK	YALE	1	\$134,100
FIRST NATIONAL BANK OMAHA	NEBRASKA	2	\$260,400	FREEDOM FINANCIAL BANK	WEST DES MOINES	1	\$127,500
HILLS BANK & TRUST CO.	HILLS	2	\$142,500	NORTHWEST BANK	SPENCER	1	\$127,200
U.S. BANK	IOWA	2	\$83,000	NORTHWEST BANK & TRUST CO.	DAVENPORT	1	\$75,000
HERITAGE BANK	MARION	2	\$5,900	GREAT SOUTHERN BANK	MISSOURI	1	\$70,000
FIRST CHATHAM BANK	GEORGIA	1	\$1,542,000	FARMERS & MERCHANTS BANK	WISCONSIN	1	\$60,500
FARMERS TRUST & SVGS BANK	EARLING	1	\$918,500	BANKIOWA	CEDAR RAPIDS	1	\$60,000
CORP. FOR ECON. DEV.	DES MOINES	1	\$682,000	SUPERIOR FINANCIAL GROUP, LLC	CALIFORNIA	1	\$5,000
LIVE OAK BANKING COMPANY	N. CAROLINA	1	\$575,000				

*The following lenders were participant lenders in the SBA's 504 Loan Program in Iowa during the month of December*

LENDER NAME	LOCATION	#	AMOUNT	LENDER NAME	LOCATION	#	AMOUNT
PREMIERE BANK	DUBUQUE	1	\$4,750,000	CENTRAL BANK	SPIRIT LAKE	1	\$267,500
WEST BANK	WEST DES MOINES	1	\$946,008	HILLS BANK & TRUST CO.	CEDAR RAPIDS	1	\$250,000
FIRST STATE BANK	MANCHESTER	1	\$697,500	PRIMEBANK	SIUX CITY	1	\$170,000
BANK IOWA	CLARINDA	1	\$630,372	FIRST NATIONAL BANK	WAVERLY	1	\$120,000
BANKIOWA	WATERLOO	1	\$361,000	COMMUNITY NATIONAL BANK	MASON CITY	1	\$100,000



# SBA Information Notice

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**SUBJECT:**           **Calendar Year 2012 Schedule of**           **EFFECTIVE:**           1-19-2012  
                          **1502 Report & Payment due dates**  
                          **for 7(a) Loans.**

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## SCHEDULE OF PAYMENT DUE DATES

Paragraph 6 of SBA Form 1086, states that payments are due at the Fiscal and Transfer Agent (FTA) on the third **calendar** day of the month, or the next business day if the third is not a business day. The SBA allows a grace period of two business days after the due date. If FTA receives a regularly scheduled payment after the expiration of the grace period, a Late Penalty is assessed (subject to a maximum of \$5,000.00). Paragraph 6(c) of SBA Form 1086 describes the components of the Late Penalty. Lenders are billed for Late Penalties at the end of each month. Late Penalties are due to Colson (FTA) with the Lender's next monthly remittance.

Below is a schedule of **final** due dates, which includes the grace period of two business days for regularly scheduled payments. Payments received after the final due date will be subject to the Late Penalty.

	<b><u>2012</u></b>
<b>JANUARY</b>	<b>5</b>
<b>FEBRUARY</b>	<b>7</b>
<b>MARCH</b>	<b>7</b>
<b>APRIL</b>	<b>5</b>
<b>MAY</b>	<b>7</b>
<b>JUNE</b>	<b>6</b>
<b>JULY</b>	<b>6</b>
<b>AUGUST</b>	<b>7</b>
<b>SEPTEMBER</b>	<b>6</b>
<b>OCTOBER</b>	<b>5</b>
<b>NOVEMBER</b>	<b>7</b>
<b>DECEMBER</b>	<b>5</b>

Questions regarding this notice may be directed to John Wade at (202) 205-3647. Questions concerning specific Late Penalties that have been charged to lenders should be directed to Larry Packer of Colson Services at (718) 315-5102 or email to [latepenalty@colsonservices.com](mailto:latepenalty@colsonservices.com).

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